

Sumaiya Saleem

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A second year *Digital Enterprise Management* (B.A.) student at the University of Toronto Mississauga seeking a job opportunity at a company where I can maximize my work experience.

SKILLS

- Can handle cash, prepare bills, and make payments
- Strong communication, organization, and interpersonal skills
- Computer proficient (Data Entry, MS Word, Excel, PowerPoint, Outlook, HTML/CSS)
- Organization and creative problem-solving skills
- Ability to work under pressure and in a fast-paced environment
- Languages: English, Urdu, Hindi, French

EDUCATION

University of Toronto

Sep 2016 - April 2020

Bachelor of Arts, Digital Enterprise Management

Applewood Heights Secondary

Sep 2012 - June 2016

Ontario Secondary School Diploma

PROFESSIONAL EXPERIENCE

Five Star Link

Dec 2016 - Present

Data Entry Assistant

- Reviewing and organizing data received via various sources
- Entering information into computer databases (Microsoft Excel)
- Reviewing, correcting, or reentering data
- Maintaining data integrity
- Review processes and suggest efficiencies

IPmax

June 2015 - Sep 2016

Customer Service Representative

- Assisted customers with processing cash payments, and debit/credit transactions
- Worked with incoming correspondence; answering phone calls and emails
- Responsible for selling store products, meeting sales targets
- Organized files and created invoices
- Greeted and assisted customers, handling customer inquiries

COMMUNITY INVOLVEMENT

School of Islamic Legacy Canada

Sep 2016 - Aug 2017

Teacher / Marketing Assistant

- Create and organize Sunday school lesson plans
- Aid in social media marketing and communication with parents

References Available Upon Request